



# HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

## THE TERMS OF REFERENCE FOR THE REMUNERATION & PERSONNEL COMMITTEE

### 1. Composition

The Remuneration & Personnel Committee shall comprise a minimum of 3 External Members; which must include the Chair of the Corporation and the Chair of the Finance and Resources Committee. The Principal, as well as the Staff and Student Governor shall not be a member. The Chair of the Corporation, although a member of the Committee, shall not be appointed as Chair of this Committee.

The Committee may invite, as appropriate, the attendance of college staff, including the Principal, or others, including Link Governors, who may assist in its work.

The Clerk to the Corporation will act as Clerk to the Committee.

### 3. Overall Purpose

To establish and review the processes for appointing and reviewing the remuneration of holders of senior posts.

To consider and advise the Corporation on the remuneration package and conditions of service of the holders of senior posts, taking into account circumstances such as college performance, growth in student numbers and college size and the associated responsibilities.

To oversee the framework for the pay and conditions of service of all other staff

To establish, recommend, and monitor all personnel policies and procedures

To monitor and review all annual reports and associated action plans relating to the quality of the teaching and learning and student experience.

In exceptional circumstances, the Committee shall also consider and make recommendations to the Corporation on any application to made to the Charity Commission for payment of loss of earnings, where extra ordinary tasks are to make unusually high demands of a nominated Governor's time.

### 4. Key Tasks

The terms of reference for the Remuneration Committee are to:

- i) To recommend and oversee the recruitment process for all senior post holder vacancies.
- ii) To recommend to the Corporation on the appointment of Senior Post Holders.
- iii) To recommend to the Corporation the policy, framework and criteria for determining the remuneration of senior post holders.

- iv) To recommend to the Corporation the salaries and terms and conditions of service of all Senior Post Holders following feedback on their annual appraisals and having regard to comparative data (as appropriate).
- v) To consider the public interest and the safeguarding of public funds, alongside the interests of the College when considering all forms of payment, reward and severance to staff within its remit.
- vi) To oversee HR strategy, processes and policies, including recruitment and retention, staff sickness and performance management, learning and development; making recommendations to the Corporation.
- vii) To oversee the framework for the pay and conditions of service of all other staff
- viii) To consider and advise the Corporation on any pay award recommendations from the National Joint Council.
- ix) To receive and approve any proposed material changes by Senior Leaders to the local documents in place determining staff terms and conditions
- x) To recommend and oversee the process for Governor Reimbursement where, due to exceptional circumstances, it is recognised that the time and input required from nominated Governor(s) is over and above what is regarded as normal role expectations.
- xi) To assess the appropriate level of Overall Assurance in relation to each of the specific risks for which this Committee has been assigned responsibility by the Corporation

## **5. Meetings**

The Committee shall meet as often as necessary but not less than twice per year.

## **6. Term of Office**

Membership of the Committee shall be for a maximum of four years, subject to membership of the Corporation (excluding co-opted members). Retiring members will be eligible for reappointment for a subsequent term.

A member may at any time by notice to the Clerk to the Corporation resign his or her membership.

## **7. Vacancies**

Upon the occurrence of a vacancy or expected vacancy amongst members it shall be for the Corporation to appoint a person to fill the vacancy.

## **8. Quorum**

Meetings of the Committee shall be quorate if 40% or more of the overall Committee membership is present.

If the number of members assembled for a meeting of the Committee does not constitute a quorum the meeting shall not be held and a new meeting date set.

If during the course of a meeting the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.

## **9. Authority**

The Committee is authorised by the Corporation to comply with its Terms of Reference. It is authorised for the Committee to seek any information it requires from any employee of the College and all employees are directed to co-operate with any request made by the Committee.

The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise, if it considers this necessary.

#### **10. Reporting Procedure**

The Clerk to the Committee shall circulate minutes of the Committee to the Corporation.

Version	Date	Author	Comments	Authorised
1	Feb 2016	Clerk	Review addition to existing terms Recommended to corporation by S&G Feb 2016.	Corporation Feb 2016
2	Oct 2017	Clerk	No changes	
3	April 2019	Clerk	Changes required to reflect extended remit of the committee.	Corporation April 2019

**Remuneration & Personnel Committee:**

**Proposed Meeting Schedule and Agenda planner:**

All Committee agendas include the following standing items:

- Apologies
- Declaration of Interest
- Minutes of the previous meeting
- Matters arising from the Minutes
- Any other Business
- Determination of confidentiality
- Date of the next meeting

<b>Membership :</b>	
Ms L Summers Mr J Dawson Ms K Fleming Ms R Drury Ms K Fleming	In Attendance: Ms C Coupland, Clerk (as appropriate) Ms A Williams Principal (as appropriate)

Meetings take place at 5pm

<b><i>Date</i></b>	<b><i>Outline agenda</i></b>
Autumn Term : October  (Reporting to Nov/Dec corporation meeting)	<ul style="list-style-type: none"> <li>• Remuneration and performance review for all SPH</li> <li>• Safeguarding Annual Report &amp; Policy Review* (inc Prevent)</li> <li>• E&amp;D Annual Report &amp; Policy Review*</li> <li>• Year end Staffing Report / Performance Management (appraisal completion and outcome data including appeals data)</li> <li>• BAF Review</li> <li>• HR Policy Reviews as necessary</li> </ul>
Spring Term: February	<ul style="list-style-type: none"> <li>• HR Policy Reviews as necessary</li> <li>• Mid year Staffing Report / performance management</li> </ul>

(reporting to March/April Corporation meeting)

- Update on National Pay award Negotiations
- TLA Outcome Report / Analysis
- Self- Assessment of Committee Work/Business
- Terms of Reference: Annual Review